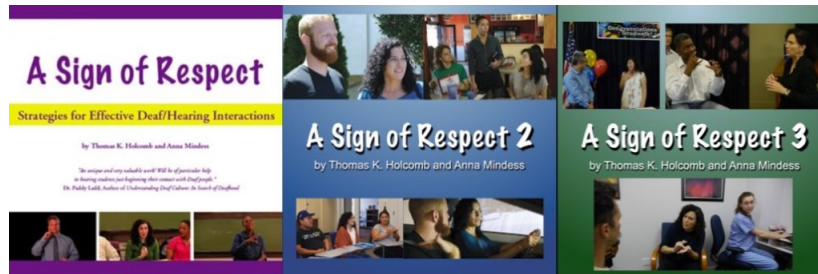


Student User Guide

Revised May 2024



A Sign of Respect: Strategies for Effective Deaf/Hearing Interactions by Thomas K. Holcomb and Anna Mindess

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1. Get your Class Group Code from your teacher

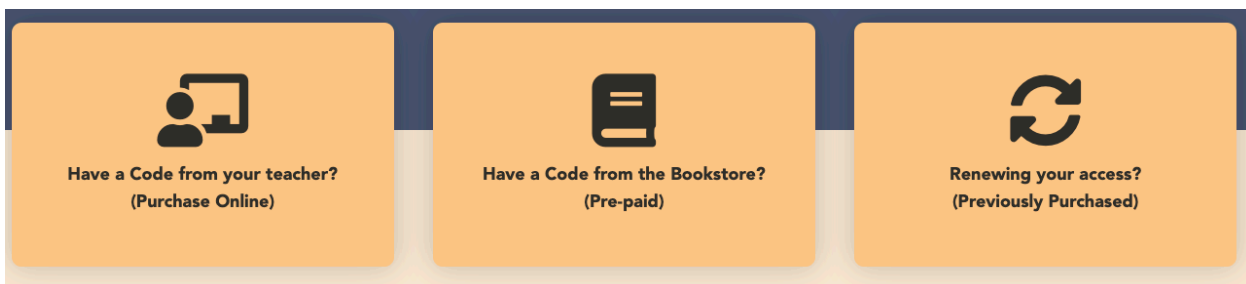
Your teacher will announce the code to your class.

It will look something like this, with the semester and year at the end:

THU-12345-FA21

(Note, this is just a sample - do not use it)

2. Go to www.treehousevideo.com and scroll down until you see the three boxes below:



Choose one of these three options:



Have a Code from your teacher?
(Purchase Online)

Purchase access online directly from our website

Select the left box “Have a Code from your teacher?”

Have the **Class Group Code** available.

Go to Step 3 on page 3 for the next steps.



Have a Code from the Bookstore?
(Pre-paid)

Purchase an access code from the bookstore

If you purchased an access code from the bookstore, select the middle box “Have a Code From the Bookstore?” If you already have a treehousevideo.com account, log in first before selecting the middle box.

Have **both** the **Class Group Code** and **Coupon Code** from the bookstore available.

Go to Step 5 on page 4 for the next steps.



Renewing your access?
(Previously Purchased)

Renew Access from a Previous Purchase

If you have purchased the program previously, you do not need to pay again. Log in to your account, return to the home page, then select the right box “Renewing Your Access?” and enter the **Class Group Code** for your **new** class.

Go to Step 10 on page 6 for the next steps.

3. Purchasing Directly Online.

Select “Have a Code from your teacher?”



4. Fill out all the required fields, and in the Class Group Code field type in the code that you got from your teacher. Type the code exactly as it appears, including the dashes. You will also create a password for your account, enter your billing information and check out.

Billing details

First name * Last name *

Company name (optional)

Country / Region *
United States (US)

Street address *
House number and street name
Apartment, suite, unit, etc. (optional)

Town / City *

State *
California

ZIP *

Phone *

Email address *

Create account password *
Password

Additional information

Order notes (optional)
Notes about your order, e.g. special notes for delivery.

Class Group Code

Class Group Code *
Enter Class Group Code

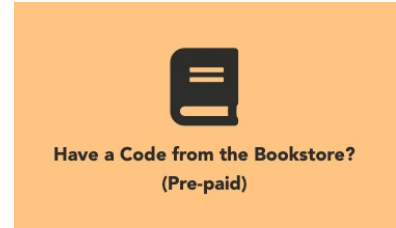
IMPORTANT: In the address fields, please enter the **BILLING** address of your credit card. If the address here is different from your billing address, the charge will not go through.

To learn how to access and use the program, go to Step 12 on page 7.

5. Purchasing from the bookstore. Select “Have a Code from the Bookstore?”

The bookstore will give you either a printed coupon in a sealed envelope or a scratch-off card.

Have that **Coupon Code** available along with the **Class Group Code** you got from your teacher.



6. If you do not have a treehousevideo.com account, select "Create an Account."

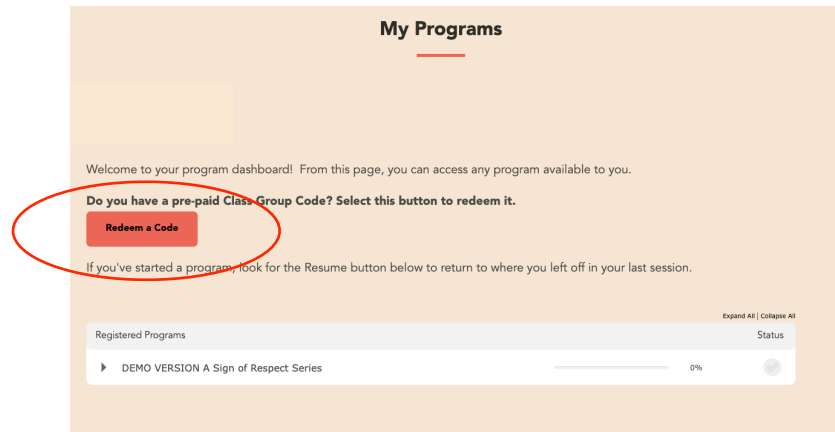
If you have an account, log in then go to **Step 9** on the next page.

A screenshot of a registration page with a light orange background. At the top, it says "Registration" with a red underline. Below that, it asks "Already have an account? If so, login below. If not, create a new one." There is a "PLEASE NOTE" section in red text. The main form has two columns. The left column has "Username (Required)" and "Password (Required)" fields, a "Remember Me" checkbox, and a "Login" button. Below these is a "Forgot Password" link. The right column has an "OR" label and a red "Create an account" button.

7. Fill out the fields to create your account and submit. You will be directed to a login screen. Log in to your account with your email and password.

A screenshot of a registration form on a light orange background. At the top, it says "PLEASE NOTE: If you have already purchased and used 'A Sign of Respect' in a previous class, DO NOT PURCHASE IT AGAIN. Instead, log in to your account and at the home page select 'Renewing Your Access?'". The form has three main sections: "Name" with "First Name" and "Last Name" fields; "Email Address" with "Enter Email" and "Confirm Email" fields; and "Password" with "Enter Password" and "Confirm Password" fields. A red "Submit" button is at the bottom left.A screenshot of a login page on a light orange background. At the top, it says "Your Account has been Created" with a red underline. Below that, it says "To redeem a bookstore code and access your programs, log in below." The main form has "Username (Required)" and "Password (Required)" fields, a "Remember Me" checkbox, and a red "Login" button. Below these is a "Forgot Password" link.

8. At the “My Programs” page, select the “Redeem a Code” button.



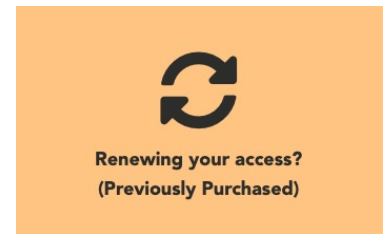
9. Enter your teacher’s name, the Class Group Code you got from your teacher, and the Group Code you got from the bookstore.

The screenshot shows the 'Register Your New Program' form. At the top, it says 'Register Your New Program' with a red underline. Below that is a note: 'PLEASE NOTE: If you have already purchased and used "A Sign of Respect" in a previous class, DO NOT PURCHASE IT AGAIN. Instead, log in to your account and at the home page select "Renewing Your Access?"'. The form has three input fields: 'Teacher's Name (Required)', 'Class Group Code (Required)', and 'Group Code from Bookstore Coupon (Required)'. A red 'Submit' button is at the bottom.

To learn how to access and use the program, go to Step 12 on page 7.

10. Renewing your access.

If you are not already logged in to your account, log in, return to the home page, then select “Renewing your access?”



NOTE: You should select this option **ONLY** if you purchased and used “A Sign of Respect” in a previous course.

A screenshot of a web form titled "Renew Your Access" with a house icon. The form contains a text input field labeled "Class Group Code (Required)" and a red "Submit" button below it.

11. Enter the Class Group Code for your new class, then submit.

If successful, you will see a message letting you know.

If we do not recognize the Class Group Code, make sure you have entered it correctly. Delete the incorrect code, then enter the correct one and submit.

A screenshot of the "Renew Your Access" form showing an error. At the top, a red-bordered box contains the message: "There was a problem with your submission. Please review the fields below." Below this, the "Class Group Code (Required)" field contains "xxxxxxx". A second red-bordered box contains the message: "We cannot locate your previous use of the program, and so you are not eligible for a free renewal. [Click here if you believe this is an error.](#)" The link is circled in red. A red "Submit" button is at the bottom.

If we cannot locate your previous use of the program, but you believe you have purchased and used it before, select the link to provide us with more information about your previous use of the program.

To learn how to access and use the program, go to the next page.

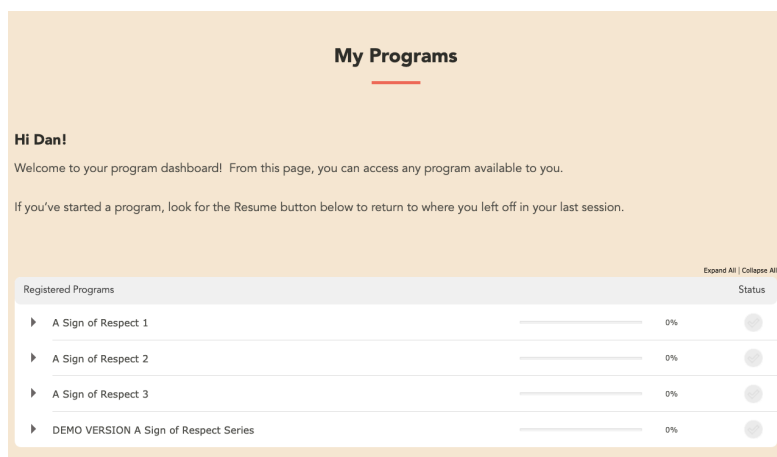
12. Viewing Programs

To access and use the programs any time, go to **www.treehousevideo.com** and log in with your username and password.

From the top menu, select “My Programs.”

You will see a page that shows all the programs you can view.

To view a program, click on the title. You can also click on the arrow next to the title to reveal all the contents of the program. From there you can select a specific part of the program to view.




13. Navigating the Program

Suppose you want to view “A Sign of Respect 1.” After you click on the title, the screen below will appear. You can navigate to any part of the program by selecting the green square navigator button with the three white stripes on the far right:

A Sign of Respect 1

Welcome to “A Sign of Respect” – Part One (Level One)

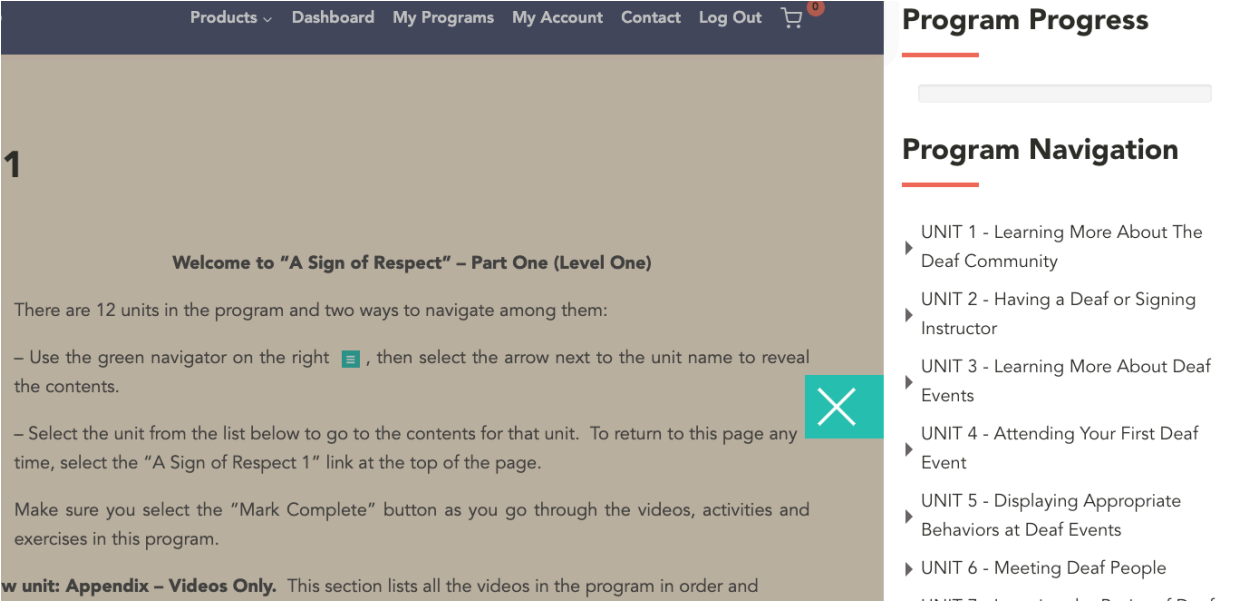
There are 12 units in the program and two ways to navigate among them:

- Use the green navigator on the right  , then select the arrow next to the unit name to reveal the contents.
- Select the unit from the list below to go to the contents for that unit. To return to this page any time, select the “A Sign of Respect 1” link at the top of the page.

Make sure you select the “Mark Complete” button as you go through the videos, activities and exercises in this program.

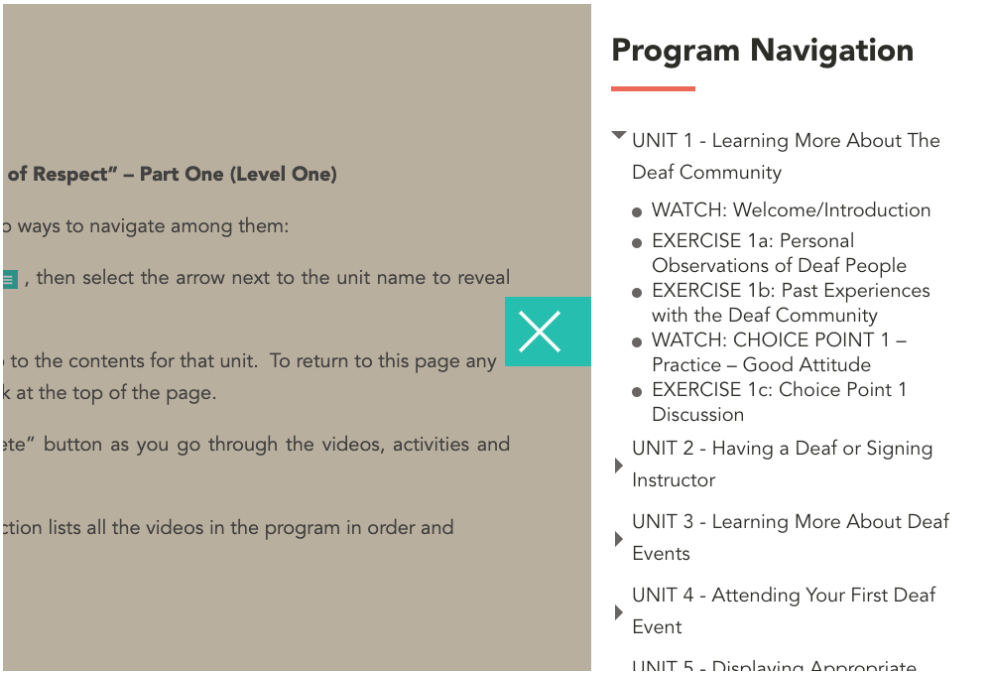
PLEASE NOTE: We have added a new unit: Appendix – Videos Only. This section lists all the videos in the program in order and

14. Select a part of the program to view:



15. Go to a specific part of a unit:

Select the arrow next to the name of the unit to reveal the contents and make your selection:




16. There are three types of activities in the program:

- **WATCH** - A video is displayed for you to watch. All the videos have closed captioning and voiceover. You will have the ability to replay the video when it is completed. If it is a **CHOICE POINT** video, make a note of the choice you made and view the feedback. Then go back and look at the feedback provided for the other choices.
- **READING** - Read the article. If there are links to other readings or internet sites, these will open in a new window on your browser.
- **EXERCISE** - Exercise pages have a button with a link to an exercise file. Select the link to open the .doc file. It should open in the word processing program on your computer. You may see a dialog box asking you how to handle the file.

EXERCISE 1a: Personal Observations of Deaf People

Topic Progress: ● ● ● ● ●


[← Back to Unit](#)



In this exercise you will answer some questions about your personal observations of and experiences with Deaf people prior to this course.

Select the link below to begin the exercise.

The exercise file will open in a new window on your browser. Download the file to your computer. If necessary, select "Enable Editing" in your word processing program.

Complete the exercise, save it to your computer, then follow your instructor's directions to submit it. Select "Mark Complete" below when your instructor has received your work. Use the green Program Navigation button on the right  to navigate to Unit 1, EXERCISE 1b.

[Exercise 1a: Personal Observations of Deaf People](#)

17. Completing the Exercise

A Sign of Respect - Part 1 Unit 1 - Exercise 1a by Thomas K. Holcomb and Anna Mindess Copyright 2017 Eye2Eye Productions

Name:

For each question below, please type your response. Then save and submit as directed by your instructor.

Question 1 of 3

What are the unique customs you have observed among Deaf people that would differentiate them from most hearing people? (e.g., using sign language as opposed to spoken language)

Question 2 of 3

What have your personal experiences with Deaf people been like so far? Have they been uniformly positive or negative or have they been varied? (If you haven't yet met any Deaf people, you may go on to the next question.)

Question 3 of 3

What are some of the stereotypes that are often attributed to Deaf people? How accurate are these stereotypes based on your personal experiences with Deaf people so far?

-Make sure you enter your name next to the "Name" field.

-Place your cursor under each question and type your answer.

Save your work and submit it as directed by your instructor:
(send as an email attachment, upload to a course website, print out and hand in, etc.)

18. Selecting "Mark Complete"



In this exercise you will answer some questions about your personal experiences with Deaf people prior to this exercise.

Select the link below to begin the exercise. The exercise file will open in a new window on your computer. If necessary, select "Enable JavaScript" in your browser.

Complete the exercise, save it to your computer, then follow your instructor's directions to "Mark Complete" below when your instructor has received your work. Use the green arrow to navigate to Unit 1, EXERCISE 1b.

Exercise 1a: Personal Observations of Deaf People

Mark Complete

← Previous Topic

Make sure you select "Mark Complete" at the bottom of the WATCH, READING and EXERCISE pages after you complete them.

Thank you for using A Sign of Respect!

If you have any questions or need further assistance,
send email to support@treehousevideo.com.